

CHAPTER 30

DATA SUBMISSION NETWORK3001 GENERAL

This chapter addresses the general content and configuration for the communication media that is available for electronic transmission of financial data between report preparers and report recipients at all levels.

3002 RESPONSIBILITIES

The senior official at the accounting activity is responsible for ensuring that all data transmitted conforms to the requirements of the prescribed data transmission network.

3003 PROCEDURES FOR FILE TRANSFER PROTOCOL (FTP) DATA MESSAGES

300301. General FTP Data Message Requirements. At a minimum, an FTP data message must consist of an FTP header record, a report text header record, and FTP trailer record. This minimum message configuration would satisfy negative report situations. However, an FTP data message normally would also contain control records and detail data records. Within each 1,498 lines there must be a header (Table 30-1) and trailer card (Table 30-10). Each of these FTP record types are discussed in this section.

300302. FTP Data Message Sequencing. The sequence of an FTP data message is as follows:

- A. FTP header record.
- B. Report text header record.
- C. Control record (sort on transaction report code (TRC)).
- D. Associated detail record (sort on TRC and other report-unique criteria).

Within an FTP data message, the control record or associated detail record pattern can be repeated.

- E. FTP trailer record.

300303. FTP Record Types.

A. FTP Header Record. Every FTP message requires one FTP header record. Its required position within the message is the first record. The communications center will be unable to service the FTP message if the first record of the message is not an FTP header record.

Table 30-1 displays the FTP header record format and preparation procedures. Table 30-2 contains applicable routing identifier code (RIC)/content indicator code (CIC) combinations for use in header records.

B. Text Header Record. Every FTP data message requires one text header record for disposition. Its required position within the message is as the second record. There are three different text header record formats. They are as follows:

1. One for RCS CSCFA-302 (Table 30-3).
2. One for RCS CSCFA-304 and RCS TREAS-1061 (Table 30-4).
3. One for RCS CSCFA-218 and RCS CSCFA-112 (Table 30-5).

C. Control Records. A control record is not needed for a negative report. One control record is required for each TRC contained within the message in all other instances. The control record is located just prior to its related detail records. Control records are used to ensure that all related detail data records have been received. This is done by matching control record totals to detail record amounts and record counts. There are four different control record formats. They are as follows:

1. One for RCS CSCFA-302 (Table 30-6).
2. One for RCS CSCFA-304 and RCS TREAS-1061 (Table 30-7).
3. One for RCS CSCFA-218 and RCS CSCFA-112 (Table 30-8).
4. Installation reports submitted to DFAS-IN via FTP must have report submission control information (Table 30-9).

D. Detail Data Records. Detail data records are not needed for a negative report. Detail data records are necessary in all other instances. In fact, they are the report. Detail data records are generally sorted by TRC and located just after their related control record. Because detail data record formats are not the same for every report, detail data record preparation instructions will be presented with the applicable report preparation paragraph.

E. FTP Trailer Records. Every FTP message requires one FTP trailer record. Its required position within the message is as the last record. The communications center will be unable to service the FTP message if the last record of the message is not an FTP trailer record. Table 30-10 displays the FTP trailer record format and preparation procedures. The FTP trailer record must be a mirror image of the FTP header record for the same message for the data field relative positions 1 through 10. The FTP header record explanation and clarification comment (data field relative positions 1 through 13) are equally applicable to the FTP trailer record (Table 30-10). Any incompatibility will cause the message to be unserviceable by the communications center.

300304. Timely Receipt of Data. All data must be submitted by the sixth workday of the processing month. Data must be in the proper format and pass all edits in order to be reported as received on time. Factors that may cause data to error out are:

- A. Missing header and/or trailer cards.
- B. Header and or trailer cards improperly formatted.
- C. Invalid accounting date.
- D. Duplicate submissions.

<u>HEADER RECORD FORMAT</u>			
Data field relative position	Data field name	Data field record position	Data field content
1	Precedence field	1	"R" (routine) or "P" (priority)
2	Line mode field	2	"C"
3	Security classification field	3-4	"CU"
4	Content indicator code field	5-8	Alpha
5	Blank field	9	
6	Originator station identifier	10-16	Alpha
7	Message sequence number	17-20	Computer generate
8	Blank field	21	
9	Date/time group field	22-28	Numeric
10	Blank field	29	
11	Record count field	30-33	"MTMS"
12	Dash field	34	" - "
13	Security classification field	35-38	"UUUU"
14	Dash field	39-40	" - "
15	Routing indicator code field	41-47	Alpha
16	Period field	48	". "
17	Blank field	49-80	
Notes:			
The data field characteristics indicate which types of characters are acceptable within the field. Alpha means that only alphabetic characters are acceptable and numeric or special characters are unacceptable. Numeric means that only Arabic numerals are acceptable. Special means that a special character, as explained above, is acceptable with the field. The header record has as many as six fields (depending on the number of addressees) that will contain special characters. The first two fields will contain plus signs; the last field (recipient routing indicator) will contain periods. These are the only special characters acceptable for this record.			

Table 30-1

<u>ROUTING IDENTIFIER CODE (RIC)/CONTENT INDICATOR CODE (CIC) COMBINATIONS FROM REPORTING ACTIVITIES TO DFAS-IN</u>		
RCS	RIC	CIC
CSCFA-302	RUFEDDEL	AFHA
TREAS-1061	RUFEDPE	AFTR
CSCFA-304	RUFEDPE	AFHF
CSCFA-218 (DA LEVEL)	RUFEDAC	AFEA
CSCFA-112	RUFEDPE	AFAF
CSCFA-218 (STATUS)	RUFEDPE	AFAF
DWCF-DIRECT REPORTING	RUFEDPE	AFBO
CSCAA-118	RUFEDAC	AFEA
FMS-DIRECT REPORTING	RUFEDPE	AFMS
CSCFA-0197	RUFEDPE	AFFO
RECORD IMAGE OUTPUT	RUFEDCD	AFDA
INTERFUND	RUFEDPE	IHFJ
INTERFUND - DAS	RUFEDCD	AFCD
INTERFUND - DAS	RUQAEET	AFCD
PBAS-ORDER CONTROL	RUFEDPE	AFDG
GENERAL LEDGER	RUFEDGL	AFAA
CROSS DISBURSING 110	RUFEDPE	AFJG
DWCF STATEMENTS 6 AND 7	RUFEDPE	ABOF
DWCF MISCELLANEOUS (1307)	RUFEDPE	ADBO
DESCOM DWCF STATEMENTS (CAB)	RUFEDPE	ADOF

Table 30-2

<u>TEXT HEADER FORMAT FOR RCS CSCFA-302 REPORT</u>			
Data field relative position	Data field name	Data field record position	Data field content
1	Addressee field	1-9	"TEXDELMAR"
2	Blank field	10	
3	Constant "2"	11	"2" Constant
4	Blank field	12-18	
5	DSSN	19-22	DSSN of the activity
6	Blank field	23	
7	Date	24-28	Calendar YMMDD
8	Blank field	29	
9	Message identification	30-32	Message number
10	Message identification	33-34	"OF"
11	Message identification	35-37	Number of messages in submission
12	Blank field	38-41	
13	Submission ID	42-43	Submission number
14	Submission ID	44-45	"OF" Constant
15	Submission ID	46-47	Number of submissions
16	Blank field	48-79	
17	Record type	80	"Z" Constant

Table 30-3

TEXT HEADER FORMAT FOR RCS CSCFA-304 AND TREASURY 1061			
Data field relative position	Data field name	Data field record position	Data field content
1	Addressee	1-9	"TEXTIFUND"
2	Report control number	10-13	"1061" for RCS TREAS 1061
2a	Report control number	10	"Blank" for RCS CSCFA-304
2b	Report control number	11-13	"304" for RCS CSCFA-304
3	Fiscal station number	14-18	FSN of the installation
4	Blank field	19-22	
5	Report number/system designator	23	"2" if 304 generated by STARFIARS "1" or "blank" if not generated by STARFIARS For 1061 report, enter number of reports submitted
6	Report effective date	24-28	Calendar (YMMDD)
7	Blank field	29	
8	Message identification	30-32	Message number
9	Message identification	33-34	"OF"
10	Message identification	35-37	Number of messages in submission
11	Blank field	38	
12	Text message	39-73	Any text message for RCS CSCFA-304 report
12a	Text message	39-73	Blank for RCS TREAS 1061 report
13		74	"S" = 1061; Blank = 304
14	Report type	75	"T" for 1061 and 304.
15	Blank field	76-79	
16	Record type	80	"Z" (constant)

Table 30-4

<u>TEXT HEADER FORMAT FOR RCS CSCFA-218 AND RCS CSCFA-112 REPORTS</u>			
Data field relative position	Data field name	Data field record position	Data field content
1	Addressee field	1-9	"TEXUSAFAC"
2	Blank field	10	
3	Accounts office	11-12	Accounts office of the funding operating agency
4	Blank field	13	
5	Operating agency	14-15	Funding operating agency
6	Blank field	16	
7	Report number	17-19	Report the RCS CSCFA-218 as "218", the RCS CSCFA-112 as "112", etc
8	Blank field	20	
9	Report part/section	21	Report the RCS CSCFA-218 section 1 as "1", the RCS CSCFA-112 part 1 as "1", etc
10	Blank field	22-23	
11	Date	24-28	Calendar date of report submission YMMDD
12	Blank field	29	
13	Message Identification	30-32	Message Number
14	Message Identification	33-34	"OF"
15	Message Identification	35-37	Number of messages in submission
16	Blank field	38-79	
17	Record type	80	"Z"

Table 30-5

<u>CONTROL RECORD FORMAT FOR RCS CSCFA-302 REPORT</u>			
Data field relative Position	Data field name	Data field record position	Data field content
1	Blank field	1-13	
2	AO	14-15	Accounts office of the funding operating agency
3	Blank field	16-39	
4	Amount	40-52	Total amount of transactions reported
5	Blank field	53-54	
6	Record count	55-60	Number of records with the same TRC
7	Blank field	61-69	
8	DSSN	70-73	DSSN submitting the report
9	Transaction report code	74-75	TRC for the transactions being reported
10	Blank field	76	
11	Accounting date	77-79	Calendar YMM
12	Record type	80	"2" (constant) or "C" for TRC 32A (Stanfins stations only)

Table 30-6

<u>CONTROL RECORD FORMAT FOR RCS CSCFA-304 AND RCS TREAS 1061</u>			
Data field relative position	Data field name	Data field record position	Data field content
1	Report control number	1-4	"1061" for RCS TREAS 1061 "0304" for RCS CSCFA-304
2	Blank field	5-13	
3	AO	14-15	Servicing accounts office
4	Blank field	16-32	
5	Fiscal station number	33-37	FSN of the station submitting the report
6	Blank field	38-39	
7	Amount	40-52	The dollar sum of the detail records being submitted. Indicate a credit (negative) amount with an "eleven" (high) punch in column 52. .
8	Blank field	53-54	
9	Record count	55-60	Number of detail records with the same TRC excluding header, control, and trailer.
10	Blank field	61-73	
11	Report type	74-75	"TRC" for RCS CSCFA-304 report.
11a	Report type	74	"S" for RCS TREAS-1061.
		75	Blank for RCS TREAS-1061.
12	Blank field	76	
13	Accounting Date	77-79	Calendar (YMM)
14	Record type	80	Constant "I"

Table 30-7

CONTROL RECORD FORMAT FOR RCS CSCFA-218 AND RCS CSCFA-112 REPORTS			
Data field relative position	Data field name	Data field record position	Data field content
1	Blank field	1-13	
2	Operating agency	14-15	Funding operating agency
3	Blank field	16-24	
4	Report number	25-27	"218" for RCS CSCFA-218, "112" for the RCS CSCFA-112, etc.
5	Report part/section	28	"1" for section 1 of the RCS CSCFA-218, etc
6	Blank field	29-39	
7	Amount	40-52	Sum of the detail records submitted. Indicate a credit (negative) amount with an "eleven" (high) punch in column 52.
8	Blank field	53-73	
9	Dash	74	"-" (constant)
10	Transaction report code	75-76	TRC being reported
11	Date	77-79	Calendar (MMY)
12	Blank field	80	

Table 30-8

<u>CONTROL RECORD FORMAT FOR RCS CSCFA-112 AND RCS CSCFA-218</u>			
Data field relative position	Data field name	Data field record position	Data field content
1	Blank Field	1-6	
2	Operating Agency	7-8	Funding Operating Agency
3	Blank Field	9	
4	Fiscal Station Number	10-14	FSN of the station submitting the report
5	Blank Field	15	
6	Allotment Serial Number	16-19	Allotment serial number for the RCS CSCFA-218. Blank for the RCS CSCFA-112.
7	Blank Field	20	
8	Name of Report	21-29	Enter "CSCFA-218" or "CSCFA-112".
9	Blank Field	30	
10	Record Count	31-39	Number of detail records in the submission excluding header, control record, and trailer.
11	Blank Field	40	
12	Amount	41-53	Sum of detail records submitted. Indicate a credit (negative) amount with an "eleven" (high) punch in column 52.
13	Blank Field	54-73	
14	Control Card Indicator	74	Enter a constant dash "-"
15	Transaction Report Code (TRC)	75-76	TRC being reported.
16	Date	77-79	Calendar Date (MMY)
17	Record Type Field	80	Constant "E"

Table 30-9

<u>FTP ELECTRONIC FILE TRANSFER TRAILER RECORD</u>			
Data field relative position	Data field name	Data field record position	Data field content
1	Precedence field	1	"R" (routine) "P" (priority)
2	Line mode field	2	"C"
3	Security classification field	3-4	"CU"
4	Content indicator code field	5-8	Alpha
5	Blank field	9	
6	Originator Station Identifier	10-16	Alpha
7	Message sequence number	17-20	Numeric "0" fill
8	Blank field	21	
9	Date/time group field	22-28	Numeric
10	Blank field	29	
11	Record count field	30-33	Numeric "0" fill
12	Dash field	34	"_"
13	Security classification field	35-38	"UUUU"
14	Blank field	39-76	
15	Trailer record unique field	77-80	"NNNN"

Table 30-10